

RULE

**Department of State
Office of the Secretary of State**

Non-Statutory Departmental Fees (LAC 4:I.401)

Pursuant to the provisions of the Administrative Procedure Act (R.S. 49:950 et seq.) and under the authority of R.S. 18:1293, R.S. 36:742, and R.S. 49:222(A), the Department of State has amended the non-statutory fee schedule for the Department of State. The effective date of this Rule is the date of publication in the *Louisiana Register*.

Title 4

ADMINISTRATION

Part I. General Provisions

Chapter 4. Department of State

§401. Department of State Non-Statutory Fee Schedule

A. The Department of State has established non-statutory fee schedules for various filings, services, and publications. If a product referred to in the schedules shown below has to be mailed, the cost for mailing said product would be added to the fee charged.

1. — 3. ...

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4. Election Services — Publications

ITEM	FEE
Bond Registration Certificate (Municipal Bonds) (Optional)	\$10.00
Certified Copy (Per Document) (In Addition to \$0.25 Per Page Fee)	\$20.00
Certified Copy of "Living Will" Declaration Registration	\$20.00
"Living Will" Replacement of Identification Card	\$5.00
Proces Verbal	
Recordation	\$10.00
Proces Verbal (Cost Per Page)	\$2.00
Public Officials Signature Registration Certificate	\$10.00
Publications	
Ballot Box	\$5.00
Buckram Bound Acts of Legislature	
2010/I, II and III (2010 Regular Session)	\$172.00
2011/I and II (2011 Regular and 1 st Extraordinary Sessions)	\$120.00
2012/I, II and III (2012 Regular Session)	\$174.00
2013/I and II (2013 Regular Session)	\$120.00
2014/I, II and III (2014 Regular Session)	\$170.00

2015/I and II (2015 Regular Session)	\$205.00
2016/I, II and III (2016 Regular Session and 1 st and 2 nd Extraordinary Sessions)	\$340.00
2017/I and II (2017 Regular Session and 1 st and 2 nd Extraordinary Sessions)	\$250.00
Future Issues (Printed Annually) *	Varies
Code of Governmental Ethics	\$5.00
Corporation Law	\$25.00
Election Code	\$20.00
Lawrason Act	\$5.00
Legislative Calendar of the Legislature	\$25.00
Official Journal of the Proceedings of the House of Representatives	\$25.00
Official Journal of the Proceedings of the Senate	\$25.00
Report of Secretary of State CY 2009 and CY 2010	\$63.00
Report of Secretary of State CY 2011 and CY 2012	\$60.00
Report of Secretary of State CY 2013 and CY 2014	\$70.00
Report of Secretary of State CY 2015 and CY 2016	\$40.00
Report of Secretary of State (Future Issues) (Printed Bi-Annually) **	Varies
Roster of Officials 2012	\$25.00
Roster of Officials 2016	\$30.00
Roster of Officials (Future Issues) (Printed Every 4 Years) **	Varies

The department shall publish the cost in *The Advocate* annually for these publications and will post the costs on the department's website after the cost for each publication is determined.

*Pursuant to R.S. 43:22, the formula for the cost for publishing the Buckram Bound Acts of Legislature is as follows: Printing Estimate + 10 Percent of the Printing Cost + Postage/Quantity of Books Ordered.

**The cost for these publications may vary and is based upon the following: Printing Estimate + Department Staff Costs + Postage/Quantity of Books Ordered.

5. State Archives Division — Archives Reproduction and Research Section ¹

ITEM	FEE
Digital Imaging —	
600 Pixels Per Inch .TIFF Digital Image (Not for Commercial Use) (For Existing Original Photograph Collections Only) (See Reproduction Rights Fee) ³	\$10.00
Reproduction Rights Fee (Commercial Use Only) (Per Image) ⁴	\$100.00
Legislative Committee Audio Tapes Reproduction	
For Public (Archives Provides Tape) (Cost Per Tape or Digital Recording)	\$20.00
For State Agency (Archives Provides Tape) (Cost Per Tape or Digital Recording)	\$10.00
Photocopy Reproduction —	
Confederate Pension Records Applications (Per Individual) (Cost Per One Application)	\$20.00

Military Service Records (Confederate Soldiers Military Records From Louisiana and World War I Discharge Records) (Cost Per Individual)	\$15.00
Other Historical Documents (Per Act 602 of the 2006 Regular Legislative Session) (Louisiana Governmental Agencies Only) (Cost Per Set)	\$10.00
Proces Verbal (Archived Records Only)	
Certification	\$20.00
Proces Verbal (Cost Per Page)	\$2.00
Self-Service Copy Charges —	
Book Scanner Prints (Cost Per Page)	\$0.25
Computer Printouts (Cost Per Page)	\$0.25
Microfilm Prints (Cost Per Page)	\$0.50
Photocopies (Cost Per Page)	\$0.25
Staff Reproduction of Archival Material —	
Document Certification (Cost Per Record)	\$20.00
Public Vital Records (Certified) (Cost Per Record)	\$10.00
Public Vital Records (Certified Letter of “No Record After Reasonable Search”) (Per Individual) (Vital Records Only)	\$20.00
Public Vital Records, Photocopy (Non-Certified) (Cost Per Record)	\$5.00

¹ Fees are for research and must be collected for both successful and unsuccessful searches. No research will be conducted until payment is received. As such, email requests will only be taken with approved bankcard prepayment.

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A.5.a. - B.3. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 3:1447, R.S. 9:2782, R.S. 18:1293, R.S. 24:172, R.S. 24:173.1, R.S. 25:1282, R.S. 25:1284, R.S. 36:742, R.S. 40:1151.2, R.S. 43:19, R.S. 43:22, R.S. 44:1 et seq., R.S. 44:402, R.S. 44:405, R.S. 44:406, R.S. 44:408, R.S. 44:415, R.S. 44:420, R.S. 44:421, R.S. 49:222(A), R.S. 49:227, R.S. 49:228, Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents, and Hague Convention of 29 May 1993 on Protection of Children and Co-operation in Respect of Intercountry Adoption (22 CFR 96).

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, LR 43:2537 (December 2017), amended LR 44:2222 (December 2018).

R. Kyle Ardoin
Secretary of State